

Washington Association of Physicians of Indian Origin

3/22/2021

CME DAY PREPARATION

Conference Arrangements in Charge: SANJIV PARIKH		Task Progress	In Charge
1	Auditorium & Meals		Sanjiv Parikh
	Hall		Sanjiv Parikh
	Meals		Sanjiv Parikh
	Evening Social		Sanjiv Parikh
	Audio Video		Sanjiv Parikh
	Adapter for mac laptop		
	Program Agenda Changes		
	Signed Peer Review of CME committee members and speakers		*new this year

Conference	Time	Subject Matter
President Welcome Speech	7.50 – 7.55.am	Welcome Audience / upcoming Election inform audience names of CME working committee members and their disclosure * new this year
CME Committee chair	7.55 am- 8.00am	Welcome inform audience about filling evaluation and signing Course attendance verification
Verbal disclosure Attestation This needs to be signed by Moderator + a witness (CME committee member)	Throughout conference	Anusha /Annette in charge of collecting the signed documents and returning to me *new this year
Timing	Throughout	_____ in charge

Speaker	Time	Moderator (volunteers to help with gift bag)

Instructions to introducing physicians	<ul style="list-style-type: none"> • Speakers understand the must have slides • Speakers should verbally disclose disclosure • Speakers are aware about questions asked in evaluation • Physician Introducing the speaker will remind audience to fill survey and Course Attendance Verification. Help available in back. 	

4. Gov Body Meeting: at Lunch Break:		
1	Welcome + Upcoming Social Events & President's Report (5 min) / next year Govbody members/President	
2	CME Chair: Plans for next year CME	
3	Thank the Administration Team, Sponsors, Speakers, Volunteers, Guests, Members & other attendees. / Evening Social: Sanjiv Parikh	

Marketing in Charge:			
5	Assignment	in charge	Completed Y/N
	Promoting Event: Web, Email, Facebook,		
	Promoting to Colleagues		

Grants Online + Exhibit Space in Charge:			
6	Name of Company	Approved	To date Collected

FRONT DESK /REGISTRATION / SURVEY / EXHIBITS in charge:

7 Printing:

PRINT

Name of document	Copies	In charge
CME sign in	5	
List of Registered and paid dues	3	
Course_Attendance_verification	50	
Instructions CMEday_attendees	50	
CME Vendor Acknowledgement	1	
Program agenda	10	
CME Evaluation Form	5	
Verbal Disclosure CME Committee	20	
all QA answered	5	
Badges	50	
Pencils	50	
Paper	50	
	1	

VOLUNTEER ASSIGNMENT

work	in charge
Desk: Front Registration	
Survey filling help:	
Collecting Course attendance verification	
Gifts for speakers	
timely getting gifts to Moderator	
Help filling CME Evaluation Form	

Any other New Topics: